Lesson 2

Topics Covered:

- Microsoft Word:
  - Fount Styles.
  - Text effects.
  - Hyperlink.
  - Insert caption.
  - Columns.

Exercise 3

1. Open a new Word document.
2. Write your name and ID number, Do the following formatting: bold, Italic, justify, Font type: Tahoma size 12, Color blue.
3. Apply 2 columns so that the document resembles the example below.
4. Insert a picture from the clipart, position in middle center with square text wrapping, add caption below.
5. Change the style of title (title).
6. Change the style of subtitle (heading 1)
7. Add a hyperlink named (up) Take you to the main title on the same page(Macaroons)
8. Use superscript, subscript effects for white the Fractional values.
9. Save the document by your ID number/2 in the desktop